



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

Position: Program Manager (WMS 3)
Division: Taxpayer Services

Location: Tumwater, WA
Notice: WMS 06-0011

Opens: September 18, 2006
Closes: September 29, 2006

Primary Duties:

This position manages the development and execution of all taxpayer information and education programs related to Washington excise taxes. Education and information programs are directed at all businesses subject to Washington taxes. Programs are directed at both businesses located within the state, and those located outside the state conducting taxable business activities within Washington. Specifically, this position is responsible for the overall program development and performance of Taxpayer Information and Education (TI&E) and the Telephone Information Center (TIC). Both of these sections within the Taxpayer Services Division provide information and assistance to the public related to all Washington State excise taxes.

This position assists the Taxpayer Rights Advocate in coordinating policy and procedure improvements for the Department in accordance with the agency's mission. This position counsels and consults on all human resource issues arising in area of responsibility for division.

Compensation:

\$66,779 - \$82,841 annually (WMS 3), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications (Knowledge, Skills & Abilities):

Desired candidates will possess a college degree and knowledge of tax and auditing practices and principles. This position requires knowledge of the Washington Revenue Act of 1935, as amended; rules, policies and court decisions; principles and procedures of governmental and industrial accounting. Knowledge of other divisions within the Agency and how the

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

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TO FUND
WASHINGTON'S
FUTURE**

relationships are interrelated to provide uniform and effective tax administration. Knowledge of complex tax issues to determine the basis for response. Knowledge of Public Records Act.

This position requires a working knowledge and full utilization of management principles, long range planning, communication techniques, budget management, cost benefit analysis, training needs assessments, human resources management practices and principles, delegation, motivating and mentoring.

This position requires ability to provide senior-level counsel on complex tax matters, determine needs for public information and education, work effectively with external taxpayers and tax professionals and write clearly and concisely.

The successful candidate should have at least a Bachelor's degree involving major study in accounting or closely allied field and three years of management experience. Requires excellent oral and written communication skills and leadership skills.

How to Apply:

Submit a letter of interest addressing your experience and qualifications relevant to the position, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dor.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Submit application materials to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted. The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.